

# Health and Safety Policy

## Accident and Incident Management

Procedure Originator:	P POTTS
Approved By:	P HARRISON
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Audience:	ALL STAKEHOLDERS

## 1. Success Indicators

The following indicators will demonstrate success in this area:

- a) Principals and other members of Academy Leadership Team are aware of their responsibility to record, report and investigate accidents, violent incidents, near-misses and work related ill health.
- b) Understand importance of undertaking appropriate investigations including details of any investigation findings (including root cause) and required remedial actions are recorded and acted upon.
- c) Accidents, violent incidents, near misses and work related ill health details are reported by the Academy in line with the requirements and time limits specified by these arrangements.
- d) Reports are made to the Health and Safety Executive (HSE) in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) Regulations (this is carried out by Staffordshire Health, Safety and Wellbeing Service for incident reported via the online system).

## 2. Overview

It is a legal duty to record and report certain categories of accidents, incidents and ill health to the Health and Safety Executive (HSE)

All accidents and incidents at work, including violent incidents, must be reported and investigated to ensure that action can be taken to prevent any future accident or incident occurring.

Reports of work related ill health must also be reported and investigated to ensure that risks to health are reduced in the workplace.

## 3. Management Arrangements

These arrangements will apply to employees, pupils, service users, contractors and members of the public if they are on academy premises or when engaged in academy activities.

### 3.1 Reporting Accidents/Incidents and Work Related Ill Health

Employees, contractors and visitors must be made aware of the requirement to report any accidents, incident or ill health and the arrangements in place for them to do so.

Pupils should also be made aware of the need to report an accident/incident or ill health, but those supervising the pupil group also have a responsibility to ensure these

are reported. Principals must report accidents/incidents to the Academy Council/Governing Body and Board of Trustees as required.

Accident, incidents and cases of ill health that are reportable in line with the RIDDOR regulations will be reported to the Health and Safety Executive (HSE) by the Academy competent advisor (this is carried out by Staffordshire Health, Safety and Wellbeing Service for incidents reported via the online system).

### **3.2 Recording Accidents/Incidents work related Ill health**

All accidents must be recorded accurately.

Each academy has a BI510 Accident Book. All reported accidents to employees, contractors and members of the public are recorded in this book.

Each academy has a reporting system for pupil incidents. All pupil incidents are recorded using this system.

Accidents involving injury to children on work experience and similar work placements must be reported by the Placement Provider to the academy. The academy must follow the normal reporting process for these accidents and notify the learning and skills council as relevant.

Academies have access to Staffordshire Health Safety and Wellbeing Service Online Incident reporting tool which assists in recording incidents, managing local investigations and monitoring trends.

### **3.3 Investigating Accident, Incidents and Ill Health**

When an accident, incident or ill health is reported, the academy is required to carry out an investigation to determine the cause of the accident, incident or ill health. Any investigation must include appropriate analysis of the event or illness and a record of any remedial action required to prevent a recurrence of the accident, incident or ill health.

Investigations must commence as soon as possible after the incident, to ensure that information and details from witnesses are still available and fresh in the minds of those involved.

The findings of any investigation should be recorded, and risk assessments should be reviewed as part of investigation.

## 4. Training and Information

Training is not required to be able to report, record or investigate accidents and incidents. The Health and Safety Executive provide guidance on the investigation of accidents. See section 7 for links to this guidance. Investigation training can add to improved skills and better learning. Where such training has been provided records of such training must be maintained in line with the Shaw education Trust retention schedules.

## 5. Monitoring and reviewing these arrangements

There must be systems in place for logging and monitoring incidents that occur. An analysis of incidents, causes and trends should take place periodically and be reported to the Academy Council/Governing Body on a Termly basis and annually to the Board of Trustees or upon request. The Director of Estates, Health, Safety and Compliance has access to oversee all incidents recorded into the online system to allow trend reporting and compliance monitoring activities as required. This analysis can then be used to manage risk in the future and ensure effective e learning and improved standards of performance.

## 6. Record Keeping

Accident books must be kept for at least 3 years from the date of the last entry.

Accident and Incident Forms and any investigation records must be kept in line with the Shaw Education Trust Retention Schedules.

## 7. Health and Safety – Further Information

Guidance on investigating accidents and incidents -  
<http://www.hse.gov.uk/pubns/hsg245.pdf>

Guidance available to the academies from Staffordshire Health, Safety and Wellbeing SLN Site:

- Guidance on the investigation of incidents.
- Reporting Accident to the HSE under RIDDOR.

Guidance on how the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to schools - <http://www.hse.gov.uk/pubns/edis1.pdf>  
Accident Book - <http://www.hse.gov.uk/pubns/books/accident-book.htm>